

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL – BOARD OF DIRECTORS MEETING
TUESDAY JULY 19, 2016 – 6:00 P.M.**

Board Members Present: Liz Coenen, Jess Goff, Andrea Galdames, Melissa Santrach, Liesl Taylor, Juliann McDermott, Amanda Cina

Board Members Absent: Julie Richards

Other Attendees: Chris Bewell

Meeting Called to Order by Liz Coenen, Board Chair, at 6:12 pm.

AGENDA

Public Comment Period: No public comments were offered.

Approval of Agenda & Declaration of Conflict of Interest

- Liz asked if there were any additions or changes to the agenda;
ANDREA MADE A MOTION TO APPROVE THE EVENING’S AGENDA; JULIANN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.
- Based on the approved agenda, Liz asked if anyone had any conflicts of interest with the evening’s agenda. None were disclosed.
- Liz invited all attendees to introduce themselves and say a few words to new board members Amanda and Jess.

Acceptance of Minutes

- Liz asked if anyone had changes to the June meeting minutes; none were offered. There was one typo, which will be corrected in the final version.

JULIANN MADE A MOTION TO ACCEPT THE MINUTES AS AMENDED FROM THE JUNE 2016 MEETING; ANDREA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Treasurer’s Report – By Melissa Santrach

See Finance Committee minutes; additional comments and actions follow:

- Melissa added that the pre-audit testing went well at CLA.
- Chris noted that she, Liesl, and Adam have been looking into possibility of using automated timesheet tracking for next year. This will facilitate tracking staff PTO/hours if we are required to comply with the new Fair Labor Standards Act (FLSA). The vendor is sending a trial version to evaluate.

MELISSA MADE A MOTION TO ACCEPT THE JUNE, 2016 FINANCIAL STATEMENTS; JULIANN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Board Chair Report – Liz Coenen

- Liz discussed board member orientation for Jess and Amanda. There is also statutory training required for new board members.
- Liz presented several items that require annual board approval:
 - Pledge of Allegiance

MELISSA MOVED THAT FOR THE 2016-2017 ACADEMIC YEAR, CORNERSTONE MONTESSORI ELEMENTARY SCHOOL WILL WAIVE THE REQUIREMENT, AS PERMITTED

UNDER MINN. STAT. 121A.11 SUBD. 3, TO RECITE THE PLEDGE OF ALLEGIANCE ONE OR MORE TIMES EACH WEEK BECAUSE THE MONTESSORI LEARNING PROGRAM IS NOT ORIENTED TOWARD LARGE GROUP RECITATION. STUDENTS WILL LEARN ABOUT THE PLEDGE OF ALLEGIANCE AND ITS HISTORICAL SIGNIFICANCE THROUGH THE SCHOOL'S CURRICULUM; JESS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- Official School Depository

ANDREA MOVED THAT THE SCHOOL ASSIGN BMO HARRIS BANK AS DEPOSITORY FOR FISCAL YEAR 2016-2017; AMANDA SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- Additional School Depository

MELISSA MOVED THAT THE SCHOOL ASSIGN HIWAY FEDERAL CREDIT UNION AS ADDITIONAL DEPOSITORY FOR FUNDS IN EXCESS OF THE FEDERAL DEPOSIT INSURANCE LIMIT. ANDREA SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- Electronic Funds Transfer Authorization (for payroll, TRA/PERA, benefits, and some vendor payments)

MELISSA MOVED THAT THE SCHOOL DELEGATE AUTHORITY TO THE CMES TREASURER AND CMES BOARD CHAIR OR THEIR DESIGNEE TO MAKE THE ELECTRONIC FUND TRANSFERS FOR FISCAL YEAR 2016-2017; JULIANN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- We already passed a motion to designate Liesl as the authorizer for user access to the Minnesota Department of Education (MDE) secure websites. This was done at the April 19, 2016 Board Meeting.
- Liz discussed Conflict of Interest Statement and had everyone sign this annual certification.

Head of School Report – Liesl Taylor

See report; additional comments follow:

- Liesl and Chris created a master schedule for all activities and reports that must be completed during the summer.
- Regarding enrollment, there is some typical summer attrition but nothing unexpected.
- The Extended School Year (ESY) program is serving 13-14 of our higher needs children this summer. It is going very well. SpEd teacher Suzie Splinter is working hard on preparing materials, and the children are working hard on their goals.
- Cornerstone's Back to School Fair will be Tuesday, August 30. This event is a new way to kick off the start of the school year, and will give parents/guardians an opportunity to complete and turn in forms and have their children's school pictures taken. We will also take this opportunity to ask parents about how they want to volunteer.

- The summer mailing has been sent already – the earliest ever!
- Staff hiring continues for remaining open positions.
- Annual Report and World’s Best Work Force Report: MDE no longer requires submittal of the Annual Report; it is only required to be posted on school’s website by October 1. Chris will send out requests for information to everyone who needs to contribute to the report. Although there are many areas of overlap, we will continue to prepare both reports, as we want to share the beautiful narrative which is part of the Annual Report. We will review this report in September.
- The World’s Best Work Force (WBWF) report is to be submitted to MDE by December 1. A template for the WBWF report is expected to be available in September. This is a more goal-oriented, succinct report.
- The Safety and Security Task Force discussed implementation, training, and use of the new security PA system to ensure that emergency communication will be effective.
- Chris and Liesl are working on summer submissions to VOA.
- The Reading Well by Third Grade submission is in. All 3rd Graders are at grade level according to the DRA (Developmental Reading Assessment).
- Liesl presented a summary of the Cornerstone Parent Satisfaction Survey. We need to increase response rates, as there were only 39 surveys completed. We will explore ways of getting more input – perhaps make phone calls during the year to check in with parents. Some noteworthy feedback:
 - While parents get lots of news about what’s happening at Cornerstone in general, they still want more regularly communicated information about what is happening in their child’s classroom.
 - Families have asked for more advanced notice on school events. All events are on the school calendar, but we will be putting these notices on the website as well. We will also be doing more on social media to notify parents.
 - Survey results indicated that we should move parent partnership nights to Monday nights from Wednesday nights.

Director of Business Operations – Chris Bewell

See report; additional comments follow:

- Chris had us sign the Related Parties form in preparation for the Audit.
- Chris also indicated that we need to summarize our board training activities and send to Chris for the Annual Report.

Strategic Board Work Session

- Discussion on Board Culture: Amanda, Juliann, and Andrea have agreed to chair a committee to put together a Board Retreat that will focus on Board Development, which will be held January 27 and 28, 2017.
- Discussion on benefits to serving as officer, particularly the opportunities for personal and professional growth, increased engagement with the school, and an opportunity to fill an important role in the governance of Cornerstone.
- The following slate of officers, to serve from July 1, 2016 through June 30, 2017, are presented for board approval:

- Chair: Elizabeth Coenen
- Vice Chair: Julie Richards
- Treasure: Melissa Santrach
- Acting Secretary: Melissa Santrach

MELISSA MADE A MOTION TO APPROVE THE SLATE OF OFFICERS FOR 2016-17 AS PRESENTED; JESS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Other Business

- None

Next month's agenda

- No additions to the standard August agenda.

Adjourn

JESS MADE A MOTION TO ADJOURN THE MEETING AT 9:03 PM; ANDREA SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

Respectfully Submitted by Melissa Santrach, CMES Acting Secretary

Next meeting is August 16 at 6 p.m.